



**APPLICATION FOR STATE RECORDS BOARD GRANT TO
IMPROVE ACCESS TO PUBLIC INFORMATION**

City of Alliance

Application



**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

The Nebraska State Records Board is sponsoring a grant program for Nebraska government agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects. No grant request shall exceed \$25,000.00. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. Nebraska government agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Applications received by April 20, 2011 will be considered for funding by the NE State Records Board at their meeting on July 20, 2011.

NOTE: Loss of Funding. The NE State Records Board may be unable to award grant funds, in whole or in part, in the event funding is no longer available.

Grant Criteria

Grant projects requesting funding must meet criteria #1-3.

1. Enhance the delivery of local government agency services and improve the public and business access to those services.
2. Meet the all applicable Nebraska Information Technology Commission Standards and Guidelines. State's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business>, and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?osbraapplication/init/init/None>.

In addition, the following criteria will be considered when reviewing applications:

- Does the project enhance the delivery of state/local government agency services and improve the public, government and business access to those services?
- Does the project reduce the amount of reliance on human capital, paper, and office overhead?
- Does the project span more than one office or agency?
- What is the size of the customer base for this service and the geographic impact?
- Is there financial and or in kind contribution from other partners?
- Is there documented community support for the project?

Responses are required to all questions in Parts I, II & III in order to be considered for funding:

Part I. Grant Summary

1. Name of agency applying for grant City of Alliance

2. Title of project Municipal Code re-codification and electronic publishing

3. Brief description of project:

To convert and update our current code document. To create a legal manuscript produced in an electronic and printed format that is compatible with current technology. It will be available on-line so it may be accessed any time by anyone. It will contain new enhanced search features making it easier to use by staff, agencies, and citizens.

4. Grant amount requested \$ 16,000.00

5. If the grant is to create an application, is the application to have a fee associated with its use for accessing public records, or is the application free for use by the public, businesses and other governmental agencies?

Free

If there is to be a fee, provide any statutory authorization for assessing the fee.

6. If the grant application is for a Geographic Information System project, do you and the agency you represent agree to share the data collected in that project, without costs, with other interested government agencies in the State that may have a need for such data?

Part II. Grant Detail

- 1. Please describe the project in detail, to include your vision for the project. (You may attach this description).**

To produce an electronic focused municipal code document. One which provides the ability to access our codes anytime and place by city staff, affiliated agencies, contractors, business and citizens. The selected vendor will research and verify all code and ordinances, produce a new document in commonly used technology formats. See Attachment II for vendor requirements.

- 2. Please describe who the beneficiary or recipient of this service will be.**

City and county staff, citizenry, private business, elected officials.

- 3. What is the projected activity for access or use of the proposed service?**

Citizens and business will access this service on-line reducing the need for staff time and paper in filling request for information. It will also enhance staff productivity in the field for inspectors and nuisance abatement personnel.

- 4. Timeline for implementation of the project (a specific completion date (MM/YYYY) must be provided). Grant funds may lapse if not expended prior to completion date.**

This project is estimated to take 8 -12 months to complete. Our tentative completion date is 09/30/2012

- 5. Please specify in detail your, or any other Subdivision(s) contribution to the project (financial, labor, equipment etc.). Provide specific dollar amounts.**

Staff cost = \$4666.30
Annual Support = \$1200.00

Please see Attachment I for more detail.

- 6. Is other funding available for this project (explain)? Please explain what efforts your agency has made to obtain funding.**

This project has been requested for the 2012 budget year. The money would come from the general fund if approved by Council.

- 7. Does the project require additional statutory authority (explain)?**

No

- 8. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable) and describe the relationship, if any, between a vendor and you or your agency.**

Please see Attachment II

Grant monies will be used to pay a vendor for re-codification services and creating the legal document in an acceptable format. We intend to request proposals using the attached RFP. The cost breakdown will be specified as outlined in the RFP.

- 9. Why the grant money is needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

Due to budget constraints if the grant is denied the project will need to be postponed. We believe that the delay would be detrimental to growth and development in our City.

- 10. Should available fund not allow the NSRB to grant the full amount requested, but a reduced amount, would this project still be financially feasible?**

Partial funding would allow us to move the project up a year. Some other IT project could be rescheduled if funds were needed to supplement this grant.

- 11. Please describe how this project will enhance the delivery of government agency services and improve the public and/or business access to those services.**

This project will reduce number of citizen requests to staff for code information and the amount of paper needed to print sections of the code to fulfil those requests.

We receive requests from boards, county officials, building contractors, and citizens. Many of these people have requested a printed copy, which is currently cost prohibitive.

- 12. Please describe how this project will improve the efficiency of agency operations.**

The re-codification process will ensure consistency in our code. Unrestricted access to legislative regulations will empower citizens. Enhanced search features allow all users to find relevant information quicker and easier.

Updates can be made available more quickly and efficiently than before.

- 13. Please describe how this project will facilitate collaboration between either local, state, federal and/or other public or private institutions.**

The community will benefit as a result of increased communication of legislative regulations. This project will allow the enhanced cooperation between governmental entities, the court system, and the citizens of Alliance. The availability of updated ordinances at all time provides the citizens with a positive sense of confidence in their government.

14. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal, located at: <http://www.nebraska.gov/index.phtml?section=business>, and the One-Stop Online Business registration system located at: <https://www.nebraska.gov/osbr/index.cgi>

There is currently links from On-Stop to the City of Alliance web site.

15. **Community Support.** Please include letters of support to document the public expression that has caused you to implement this application.

See Attachment III

Part III. Technical Information

1. **Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

This project will rely heavily on the internet to convey information back and forth timely. We will utilize e-mail and FTP sites for most of this. The completed product will be viewable through an internet interface and Mobile Friendly for Smart phones.

We will be using technology that already exists within our organization. The finished product will be hosted on a secure server adhering to accessibility architecture protocols.

2. **Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards.** Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines. (The NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

I see no technical issues with the project.

3. **Describe how the project will comply with the State's Technology Access Clause:** meet all applicable Nebraska Information Technology Commission Standards and Guidelines. A copy of the Standards are available at:

<http://www.nitc.state.ne.us/standards/index.html>. under 2. Accessibility Architecture.

Individuals will need assistive technology to access this information. The library does offer a reader. City staff is available to assist individuals obtain this information as requested.

4. **Describe how technical support will be provided.**

Phone support is provided during specified hours and 24 web support through the vendor.

Part IV. STATE LAW COMPLIANCE

Nebraska law, sections 4-108 through 4-114 state that no political subdivision of the State shall provide public benefits, to include grants or contracts, to a person not lawfully present in the United States. If this application is awarded in whole or in part, and during the time the grant is

in effect, the undersigned, on behalf of the political subdivision grant applicant, by signing this grant application, affirmatively states and acknowledges that the political subdivision will comply with this law.

Part V. CONTACT INFORMATION & SIGNATURE

Contact person, and title, for any questions regarding this application:

Shari Lund
Printed Name

MIS Director
Title

Phone # 302-762-5400 E-mail slund@cityofalliance.net

Physical Address: _____

I, the Authorized Representative of City of Alliance, certify to the Nebraska State Records Board that the applicant/agency has the necessary authority to undertake the proposed project, will comply with Affirmative Action requirements and provide a drug free workplace environment.

Signed this 18th day of April, 2011

Shari Lund, Acting City Manager
Agency Director

Please return completed application to:

Executive Director
Nebraska State Records Board
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
(402) 471-2745
(402) 471-2406 (fax)

Board Staff use only, do not fill in below this line

Grant Request Number: _____	Date Request Received: _____
Grant Amt Requested: _____	Grant Request Score: _____
Technical Comm. Recommendation: _____	
Grant Disposition: _____	Date of Mtg Minutes: _____

(Last updated 02/07/2011)



**APPLICATION FOR STATE RECORDS BOARD GRANT TO
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ATTACHMENT I

**Project Proposal and
Alliance City Council Support**

Project Proposal



Project Name: Municipal code re-codification and electronic publishing
Department: MIS
Focus Area: City Clerk-Records
Code Enforcement-Building Inspections

Project Stakeholders	Project/Organization Role
Linda Jines	City Clerk
Larry Miller	City Attorney
Shari Lund	MIS
City Council	Governing Body

Goals and Objectives

Goals	Objectives
To improve the City's municipal code document. To make it more user friendly, easily available and searchable.	<ol style="list-style-type: none">1. Have the current code review for consistency, relevance and accuracy.2. Produce printed and electronic document that is available any time any where with enhanced search features.

Pre- Start Project Dates

		Due Date
Council Review of Grant Application		April 14, 2011
Submit Grant application to NE. State Records Board		April 15, 2011
Board Review of application		July-2011
Select Vendor		Sept. 2011
Begin Project	8-12 months to complete	Oct. 1, 2011
Project Timeline		Set by Vendor

Staff Impacts

Staff	Time	Impact to and Participation of Organization
MIS	3 Hrs.	Prepare and submit applications
	2 Hrs.	Solicited proposals and select vendor
	12 Hrs.	Manage Project
	3 Hrs.	Manage website integration
City Clerk	30 Hrs.	Forward all adopted legislation, amendments, acts or other pertinent rules to vendor
	10 Hrs.	Review, modify and/or approve format of proposed document
	30 Hrs.	Review changes and recommendations and present those changes for Council approval
City Attorney	40 Hrs.	Confer with vendor, review proposed changes, assist City Clerk

Costs

Costs		
\$4666.30	City of Alliance Staff salaries	One-Time
\$14,000 – 16,000	Cost of selected vendor	One- Time
\$1100 - \$1200	Anticipated annual maintenance	Annual
\$500	Web site changes for integration	One-time

Deliverables

A legal manuscript produced in an electronic and printed format that is compatible with current technology. It will be available on line so it can be accessed any time by anyone. It will contain new enhanced search features making it easier to use by staff, agencies, and citizens.

Justification

Our current code document was produced in a software application that we no longer use or support. The document needs to be converted into file format that we can support.

The document needs to be researched and reviewed for inconsistencies and conflicts within itself and with state law.

On-line access will allow Boards, citizens, private business, legal system, and staff easy access to code information without City staff involvement.

Electronic version will accelerate the update schedule and reduce the reliance on paper documents.

Increase governmental transparency to the citizenry.



The selected vendor will provide "Scope of Work" and "Schedule"

RESOLUTION NO. 11-55

WHEREAS, The City of Alliance has adopted the Alliance Municipal Code April 2, 1986; and

WHEREAS, Council has adopted Ordinances that modified the Alliance Municipal Code as the Council determined was appropriate; and

WHEREAS, The Alliance Municipal Code is written in a software application that is no longer used or supported by the City of Alliance; and

WHEREAS, The Nebraska State Records Board is sponsoring a grant program for Nebraska Government agencies for the development of programs and technology to improve electronic access to state government information and service; and

WHEREAS, Staff is requesting authorization to make application to the Nebraska State Records Board for their grant up to a maximum of Twenty Five Thousand and No/100ths Dollars (\$25,000.00) to re-codify the Alliance Municipal Code; and

WHEREAS, The Application for the grant is included in Council packets; and

WHEREAS, City Council believes that re-codifying the Alliance Municipal Code is in the best interest of the citizens of Alliance and Box Butte County.

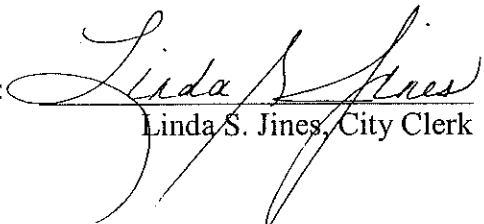
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Alliance, Nebraska, that staff is authorized to make application to the Nebraska State Records Board for their grant up to a maximum of Twenty Five Thousand and No/100ths Dollars (\$25,000.00).

BE IT FURTHER RESOLVED that if the grant is received the funds will be used to re-codify the Alliance Municipal Code.


PASSED AND APPROVED this 14th day of April, 2011.


Fred Feldges, Mayor

(SEAL)

Attest: 
Linda S. Jines, City Clerk

Approved as to Form and Legality:


Larry L. Miller, City Attorney



**APPLICATION FOR STATE RECORDS BOARD GRANT TO
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ATTACHMENT II

**City of Alliance Request Proposal for
Recodification Services
Template**

**REQUEST FOR PROPOSAL
FOR CODIFICATION OR RECODIFICATION
OF
City of Alliance, Nebraska**

Sept 15, 2011, 5:00 MST

**Submit to:
Shari Lund, MIS Director**



REFERENCES

QUALIFICATIONS OF CODIFIER

The CODIFIER shall provide the following information:

- (1) Number of years in business.
- (2) Size and experience of the firm.
- (3) Attorneys resumes.
- (4) Support staff resume (i.e. editors, indexers, proofreaders, etc.).
- (5) Project contact person(s) and resume.
- (6) Names and contact persons of at least five cities or counties wherein similar projects have been completed.
- (7) Complete Client list.
- (8) Website and listing of Codes in the Codifier's online Library.
- (9) Financial stability. Letter attesting to minimum required equity/capital firm.
- (10) Statement of compliance with the State of Nebraska's Technology Access Clause.

SCOPE OF WORK

CODIFIER will research, edit, index and publish (both in print and electronically) the finally enacted legislation Municipality/County specifies for inclusion in the Code.

Material Included. All legislation of a general and permanent nature, passed in final form by the Municipality/County, as of the cut off date established by the CODIFIER'S attorney (usually after conference), will be included in the new Code. Ordinances enacted, or added, subsequent to the cut off date, or items not contemplated within the scope of service, may be added at the additional page rate. Material will be provided in an editable electronic form, and unless otherwise instructed, CODIFIER may rely upon the electronic media during the codification process. All material received by CODIFIER will be acknowledged via e-mail or the postal service. Research of minutes can be provided as agreed upon by the Municipality/County and CODIFIER.

Omitted Material. The following legislation, which is not of a general and permanent nature, will be omitted from the Code unless otherwise agreed to by CODIFIER and the Municipality/County: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans and Traffic Schedules.

Supplementing Existing Code during Codification. CODIFIER may provide Supplementation Services, electronic options and web hosting for the existing Code while the codification project is underway. CODIFIER will update the existing Code on the schedule specified by the Municipality/County. CODIFIER should provide options for Electronic Updates in lieu of Printed Supplements during this project.

Legal and Editorial Work. CODIFIER will assign a lead staff attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Municipality/County's attorney and should not be considered legal advice. This legal team is responsible for the following:

- *Research and Review.* CODIFIER will utilize a staff attorney to research all legislation submitted by the Municipality/County against the State Constitution, State Law, the Charter (if the Municipality/County has adopted one), as well as inconsistencies and conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code.
- *Structure.* CODIFIER will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. CODIFIER may assume the legislative structure is to remain intact unless discussed with CODIFIER'S attorney and approved by the Municipality/County.
- *Legal Manuscript.* CODIFIER will submit a legal manuscript for the Municipality/County's review. This manuscript will contain the CODIFIER attorney's legal comments and questions, as well as the substantive provisions of legislation provided by the Municipality/County, with proposed changes. Recommendations by CODIFIER'S attorney will be provided and discussed with the Municipality/County.
- *Conference.* CODIFIER will conduct a conference, either in person, via telephone or webinar, to review the legal manuscript. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the proofs submitted after the conference. The Municipality/County's attorney has the final decision making authority for resolution of issues discussed at the conference or "footnoted" in the legal manuscript.
- *References.* CODIFIER will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate.

- *Editing.* CODIFIER will edit the Code to reflect proper grammar and stylistic consistency. CODIFIER will not reword any provision that affects the substantive intent of the Code, unless the Municipality/County approves the revision; however, CODIFIER may make non-substantive revisions to improve readability.
- *Proofreading.* CODIFIER will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure correct implementation of the decisions by the Municipality/County and CODIFIER'S attorney.
- *Format Options.* CODIFIER will review format options, such as font type (e.g. Arial, New Century School Book, Times New Roman) font size (9, 10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Municipality/County. Sample page formats will be provided for review and selection.
- *Index and Tables.* CODIFIER will create a subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, Ordinance Disposition, etc.) for the Code as necessitated by the materials. Additional tables required by the Municipality/County can be created.
- *Graphics.* CODIFIER will add the graphics when provided by the Municipality/County in a usable format and insert them into the printed and electronic versions of the Code.
- *Adopting Ordinance.* CODIFIER will provide an Adopting Ordinance upon completion of the project.

Proofs. After editing and proofreading, proofs incorporating solutions captured in the legal manuscript will be delivered to the Municipality/County. The proofs are an updated legal manuscript indicating agreed upon changes as decided by the Municipality/County.

Delivery of Code.

- **Printing and Binding.** The number of copies selected by the Municipality/County will be printed in the chosen format and delivered to the Municipality/County. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. Binder colors shall be provided. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.
- **Reprints or Pamphlets.** Options for selected Chapters, or combinations of Chapters, should be provided with binders, paper covers, tabs and all other standard publishing options.

Electronic Code. The Code will be furnished in any electronic medium and format (Internet, CD-ROM, Word, WordPerfect, Text or RTF, PDF, or integrated with search engine, etc.) selected by the Municipality/County. CODIFIER should supply all options available.

Municipality/County's Responsibility. The Municipality/County agrees to:

- *Amendatory Legislation.* The Municipality/County shall immediately forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic, fax or printed form.
- *Review.* The Municipality/County shall review, modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format.

- *Participation of Attorney.* Ensure the Municipality/County's Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.
- *Submission of data.* The Municipality/County shall provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.
- *Proofs.* The Municipality/County will review and return the proofs within 45 days of receipt.

RE/CODIFICATION QUOTATION SHEET FOR CITY, STATE

Base Cost, includes

\$

- Receipt, review and organization of materials
- Preparation of Legal Manuscript
- XX Copies, to include binders and tabs
- Adopting Ordinance
- Legal Work
- Editing
- Proofreading
- Proofs
- Indexing
- Base number of pages

Estimated pages based on page format and font size			
Page Format	Font Size		
	10pt	11pt	12pt
Single Column			
Double Column			

Please select a Page Format and Font Size	
Page Format (circle one)	Single Column
	Double Column
Font Size (circle one)	10pt
	11pt
	12pt

Options that may apply to the above project:

- Font (Arial, Times New Roman, New Century Schoolbook)
- Conference choice
 - ☐ On-site Conference, each OR
 - ☐ Teleconference or Web based conference, per 3 hour session
- Additional pages over the base, per page
- Additional material amended or added after conference, per page
- Black and White Graphics, each
- Color Graphics (includes printing), each
- Freight
- State Sales Tax

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Actual freight

If applicable

Additional Services available with the above project:

- Reprints of Chapters or Portions of the Code
- Distribution of Codes and Supplements
- Electronic Media Options

Submit options and pricing

Submit options and pricing

Submit options and pricing

Payments for Codification Services

- Execution of Agreement
- Submission of the Legal Manuscript
- Submission of Proofs
- Delivery

30% of Base Cost

25% of Base Cost

25% of Base Cost

Balance

SUPPLEMENT SERVICE

After publication of the new Code, CODIFIER will continue to maintain the Code as legislation is enacted.

Material. The Municipality/County will forward a copy of legislation upon enactment via email, fax, or print. A complete list of legislation recorded in an update will be provided. CODIFIER will hold legislation pending a schedule or begin the job as established with the Municipality/County.

Editorial Work. The CODIFIER will review the legislation to determine proper placement within the Code. CODIFIER will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency in the Code. The team will also update the Table of Contents, catchlines, reference tables and index. Additionally, an instruction sheet will be created to advise how to insert and remove pages. A Checklist of Up-To-Date pages will be created to indicate the most recent source from which each page in the Code is derived. Editorial notes will be appended to sections that require additional explanation. A separate Supplement will be created for any pamphlets derived from the Code.

Printed Supplements. Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages.

Electronic Updates. Amendments to the electronic version of the Code (CD, Internet, Folio, PDF, etc.) can be provided on their own schedule, or accompany Printed Supplements. Electronic Updates will have been incorporated into the Code and a fully searchable, complete Code will be delivered.

Schedule. Amendments should be provided on a schedule designed to meet the needs of the Municipality/County. The schedule can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

Additional Provisions. CODIFIER will add additional provisions (e.g. charter, zoning, land development regulations) into the Code through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. CODIFIER will advise of all options and applicable costs.

Ordinances on the Web. CODIFIER will, at the request of the Municipality/County, post ordinances enacted in between Printed Supplements or Electronic Updates on the website.

Delivery. Printed Supplements to the Code and pamphlets, if ordered, will be delivered in bulk to the Municipality/County, unless Municipality/County chooses to utilize CODIFIER's Distribution Services. The website should be updated upon shipment of the printed supplement or as Electronic Updates are delivered.

ADDITIONAL SERVICES

Distribution. Fulfillment services should be outlined as a part of the CODIFIER'S response.

SUPPLEMENT SERVICE QUOTATION SHEET FOR CITY, STATE

Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$_____ page
Double Column	\$_____ per page

Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions
- Printing XXX Supplements

Additional Services that apply to Supplement Service

- Graphics, per graphic
- Color Graphics (includes printing), each
- Freight
- State Sales Tax
- Electronic delivery handling fee, per product
- Ordinances on the Web, per ordinance
- Reprint options _____
- Other services: _____
- _____
- _____

\$_____
 \$_____
 Actual freight
 If applicable
 \$_____
 \$_____
 \$_____
 \$_____
 \$_____
 \$_____

Payment for Supplement and Additional Services

Invoices will be submitted upon shipment of project(s).

Submitted by:

CODIFIER: _____

ADDRESS: _____

Signature: _____

Witness: _____

Date: _____

Accepted by:

City of Alliance, NE

By: _____

Title: _____

Witness: _____

Date: _____



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ATTACHMENT III

**City of Alliance
Community Support**



April 18, 2011

Shari Lund, MIS Director
City of Alliance
P.O. Box D
Alliance, NE 69301

Dear Ms. Lund:

It is my pleasure to write a letter in support of the proposal to re-codify and make available electronic version of the City's municipal code.


The present delivery of our Municipal Code is quite antiquated. The present web site is not comingled with a nationwide data base. Any up-dates made to the Code must be done manually, in-house. This is both time consuming and expensive for personnel and lends to errors and delays in eliminating any old language in a timely and effective fashion.

Several City offices and private individuals utilize the Municipal Code. Our Community Development Department and Building/Zoning Offices refer to the Code on a daily basis. Contractors and individuals need a point of reference as to what is allowed and the conditions that must be met in order to proceed with any given project.

A thorough recodification of our current Code is not only desired, it has become a necessity. In this day of electronics it is more imperative than ever to get our city-wide guidelines and requirements readily available to businesses and citizens alike.

In conclusion, I fully support the efforts of the City of Alliance as they seek external funding to support this project.

Sincerely,


Kevin Kubo
Citizen



April 18, 2011

Shari Lund, MIS Director
City of Alliance
P.O. Box D
Alliance, NE 69301

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A thorough recodification of our current Code is not only desired, it has become a necessity. In this day of electronics it is more imperative than ever to get our city-wide guidelines and requirements readily available to businesses and citizens alike.

In conclusion, I fully support the efforts of the City of Alliance as they seek external funding to support this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Troy D. Shoemaker".

Troy D. Shoemaker
Alliance Fire Chief



April 18, 2011

Shari Lund, MIS Director
City of Alliance
P.O. Box D
Alliance, NE 69301

Dear Ms. Lund:

It is my pleasure to write a letter in support of the proposal to re-codify and make available electronic version of the City's municipal code.

The present delivery of our Municipal Code is quite antiquated. The present web site is not comingled with a nationwide data base. Any up-dates made to the Code must be done manually, in-house. This is both time consuming and expensive for personnel and lends to errors and delays in eliminating any old language in a timely and effective fashion.

Several City offices and private individuals utilize the Municipal Code. Our Community Development Department and Building/Zoning Offices refer to the Code on a daily basis. Contractors and individuals need a point of reference as to what is allowed and the conditions that must be met in order to proceed with any given project.

A thorough recodification of our current Code is not only desired, it has become a necessity. In this day of electronics it is more imperative than ever to get our city-wide guidelines and requirements readily available to businesses and citizens alike.

In conclusion, I fully support the efforts of the City of Alliance as they seek external funding to support this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shaun Houchin', with a stylized flourish at the end.

Shaun Houchin
Contractor